

CHICAGO OPERATIONS OFFICE (CH) - ARGONNE AREA OFFICE (AAO)
STANDARD OPERATING PROCEDURE (SOP)-12:
**ENVIRONMENT, SAFETY AND HEALTH & INFRASTRUCTURE (ESH&I)
MANAGEMENT PLAN REVIEW AND APPROVAL PROCESS**

OBJECTIVE:

Safety oversight of Argonne National Laboratory (ANL) is a primary responsibility for the AAO. This SOP establishes and describes the Argonne Area Office (AAO) program for reviewing and approving the annual Environment, Safety and Health and Infrastructure Management Plan (ESH&I Plan) submittal for ANL and performing other required responsibilities associated with the ESH Management Planning Process. This procedure is intended to be used in conjunction with the AAO Operational Awareness and Direction Program Plan. These documents form the framework for the AAO ES&H oversight program in accordance with DOE Policy 450.4, Safety Management System Policy.

SCOPE:

This procedure applies to AAO personnel at Argonne National Laboratory - East and West.

REFERENCES:

1. Environment, Safety, and Health Guidance (ESH Guidance) for Budget Formulation and Execution, Annual Guidance, Office of Environment, Safety and Health (EH)
2. Environment, Safety & Health, and Infrastructure Management Plan Guidance Document, March 10, 1998, Office of Laboratory Operations and ES&H (ER-80 (now SC-80))
3. Unified Budget Call (UNICALL), Annual Guidance, DOE Chief Financial Officer
4. CH Functions, Responsibilities and Authorities Manual
5. AAO Operational Awareness and Direction Program Plan

RESPONSIBILITIES:

1. Area Manager, AAO

- a) Designates the DOE AAO Lead for overseeing ESH&I Plan process, reviewing information and managing database.
- b) Ensures contractual performance assessment process assesses the ESH&I Plan process.
- c) Transmits formal guidance on the ESH&I Plan development to the contractor.
- d) Approves the final Laboratory ESH&I Plan submittal.
- e) Transmits the approved ANL and AAO ESH&I Plans to the Chicago Operations Office (CH) contact.
- f) Approves the Laboratory Affirmation letter and transmits to the CH contact.
- g) As necessary, sends letters directing Laboratory to address high-risk unfunded activities.

2. AAO Lead (or Designee)

- a) Reviews annual EH and Office of Science (SC) guidance or other program guidance as provided, supplements as necessary and prepares transmittal letter from the Area Manager to the Laboratory.
- b) Ensures the Laboratory's procedures and process for formulating the annual ESH&I Management Plan submittal meet EH and SC or other program office requirements.
- c) Oversees Laboratory ESH&I Plan process.
- d) Coordinates review and approval process for ANL and AAO ESH&I Plans.
- e) Develops appropriate contractual performance measure(s) or other assessment metric to assess the Laboratory's ESH&I Management Planning process.
- f) Works closely with the Laboratory contacts to promote continuous improvement in the ESH&I Plan process.

3. Team Leader, AAO-W

- a) Designates an AAO-W lead for overseeing ESH&I Plan activities at ANL-W.

PROCEDURES:

ESH&I Management Plan Process

1. Review and transmit the annual EH and SC or other programmatic guidance to the Laboratory as soon as it becomes available.
2. Obtain a proposed schedule of the Laboratory's ESH&I Planning process in January.
3. AAO Lead and technical contacts attend Laboratory ESH&I Planning sessions listed on the schedule as appropriate.
4. Review and circulate available draft Activity Data Sheets (ADSs) and proposed prioritization lists to AAO technical contacts including the Safety and Health, Environmental Stewardship, Environmental Programs and Infrastructure Management teams for AAO-East.
5. AAO-W Lead coordinates review process for ANL-W ADSs.
6. Review the ANL final prioritization report submittals as appropriate.
7. Discuss any concerns on prioritization with the Area Manager and document as appropriate in the transmittal of the final ESH&I Plan submittal to the CH.
8. Completes annual ADSs and roll-up disk for AAO activities based on current needs and activities.
9. Prepare letter from the Area Manager transmitting the ANL and AAO ESH&I Plans (roll-up disks) to the Chicago Operations Office by required dates in ESH Guidance.
10. Review quarterly reports and discuss issues and changes to prioritization with Area Manager and Laboratory contacts.
11. Review the annual affirmation letter submitted by the Laboratory to the Area Manager which documents compliance items that are unfunded or partially funded.

12. Review and transmit the annual Laboratory affirmation letter to CH by date listed in ESH Guidance. The transmittal memorandum should identify any issues or concerns that are not already addressed in the Laboratory affirmation letter and actions that are underway to address them.
13. Send letter from the Area Manager directing the Laboratory to address any identified high-risk unfunded activities.

Performance Measure

1. AAO Lead develops a contract performance measure or appropriate assessment metric to assess ESH&I Plan process implementation. Measure/Metric should be considered by AAO Management for inclusion in the ESH performance measures.
2. AAO Lead coordinates the AAO assessment of the Laboratory's performance for the measure/metric utilizing data and input from AAO technical contacts.